



Robert S. Peters
Secretary

COMMONWEALTH OF KENTUCKY
PERSONNEL CABINET
200 FAIR OAKS LANE
5TH FLOOR
FRANKFORT, KENTUCKY 40601

Paul E. Patton
Governor

October 16, 1996

MEMORANDUM

PERSONNEL MEMO 96-8

TO: Cabinet Secretaries
Agency Heads
Personnel Executives

FROM: Robert S. Peters
Secretary

RSP

SUBJECT: Distribution of EEO Information

Many agencies have requested that the Personnel Cabinet include the voluntary, self-identification data relating to race and gender when it sends a copy of an employment application with registers. In order to facilitate agency efforts to comply with the Affirmative Action Plan and EEOC reporting requirements, I am announcing that, effective immediately, the Personnel Cabinet will include the information contained at page four (4) of the state employment application relating to race and gender when it responds to agency register requests. Please remind all staff with access to this information that it is to be used only for the purposes indicated above and to continue to protect the privacy interests of all applicants by limiting release of such information to a "need to know" basis.

Please direct any questions concerning this matter to Mr. David Cooke, Director, Division of Staffing Services at (502) 564-6920.

RSP/DFE:cw

cc: Vincent Van Warren
Joan Walker